



**North Carolina Department of Correction**  
**Division of Prisons**  
**Policy Summary Sheet**

Section: Personnel  
Policy #: P II-3

**Current Review Date: June 2014**  
**Reviewed By: Standards Director**  
**Next Review Due: June 2015**

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**Current Revision Date: June 2014**  
**Supersedes Revision Dated: June 2007**

**Current Revision Summary (if applicable):**

The following change(s) occurred:

This policy has undergone extensive revision and needs to be reviewed in entirety.

*Stephanie L. Leach*

7/7/2014

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Division Policy Coordinator

Date